Release Notes 1.5
9/9/02

The following items have been moved (migrated) to Production for use by Agencies beginning on September 9, 2002.

- The worklist page has been modified to allow users to sort actions by Department ID (Admin Code). The link has been altered so that the Department ID is the first field listed on the link. To activate the sorting of the links by Department ID, the user must simply click the "Sort by Dept" button on the bottom left hand side of the worklist page. All PAR actions will be sorted by Dept ID, followed by all requisitions by Dept ID and any remaining items will follow and will be sorted by event name (e.g. Notice of Actions).

- The following value has been added as an option to the Special Employment Program field, Title-42 CC Float Pool. This field can be found by clicking on the Appt Data hyperlink found on the Employment 1 page.

- When an employee eligible for PSP is part time, their PSP is prorated based on the number of hours they work. When an employee eligible for PSP has dual roles in scarcity and executive pay, their PSP is prorated based on the percent of time they work in each category. (For example if a physician has scarcity and executive pay at $1000 each, but they spent 40% of their time in the scarcity category, that PSP factor would be prorated to $400. The executive pay portion would then be 60% or $600.) The prorating calculation now occurs immediately when the user enters the PSP amounts as opposed to the calculation occurring upon the user saving the action.

- The following pay tables were updated in EHRP: CRS1, CRS2, CRS3, CRS4, 099R, 0I04, 0I05 and 017N.

- On the General Deduction page, when a TXLIEN (Tax Lien), SUSP (Suspense), or ADVTVL (Travel Advance) is entered the system requires a distribution code. Since this distribution code is not applicable for the above deduction types, a value of 0000 – Not Applicable was added to the distribution code field for these deduction types.

- The full higher education table was loaded. Now on the education page, the user will see a full complement of school codes with their associated name.

- A modification was made to allow users to be able to increase the available hours in a pay period for a specific job. This fix was made to insure that firefighters would be able to have a 72-hour per week position.

- The Geographic Location Code has been added to the address sub-page to identify the geo loc code of the employee's residence. This new field on the address page is called Residential Location Code. Users will need to key this geo loc code in order for this data to be captured.

- New earnings codes have been created for PCA. Seven new codes have been created to categorize the work of the employee for reporting purposes. (Z01 – Practice of Medicine as a Direct Service to Patients, Z03 – Evaluation of Physical Fitness, Z2A – Research and Experimental Work in Prevention & Control of Diseases, Z2B – Research in Specific Health Program related to food, drugs & devices, Z2C - Epidemiological Research, Z4A – Disability Evaluation, Z4B – Administration of Medical and Health Program)
  - **PROCESSING REMINDER:** When processing a PCA, users must only select *ONE* PCA category (PCA earnings code) and enter the PCA amount on that one earnings code.

- Public Health Service is now an option in the Uniformed Service field on the Veterans Info sub-page. The Veterans Info page is accessed via the Veterans Info hyperlink on the Personal Data page.

- A series of public queries have been migrated to allow those individuals with access to run the queries. Please see the table below for detailed information about the queries.

EHRP Public Queries

Name	Purpose	Parameters	Data Provided
HE013 – Actions Processed Sort by POI	Provides a list of actions processed for a particular business unit for a period of time.	- Business Unit - Start Date - End Date	- POI - Employee ID - Effective Date - Sequence/Transaction Number - NOA Code - NOA Ext - WIP Status - Action Date
HE014 – Employees who Report to Prompt	Provides a list of employees who report to a particular position.	Reports to Position Number	- Reports To Position - Employee ID - Employee Name - Position Number - Official Position Title

HE015 – Employees by Department	Provides a list of all employees that the query requester has access to based on their admin code access.	• None	• Department ID • Department Name • Employee ID • Employee Name • Official Position Title • Position Number • Reports To Position
HE016 - 638 Compack Report	Provides a list of employees in their respective departments within a Set ID including hire date and date of birth.	• Set ID	• Department ID • Employee ID • Employee Name • Hire Date • Birthdate
HE0017 – Years of Service Listing/POI	Provides years of service data.	• Service Date From • Service Through Date	• Department ID • Employee Name • Hire Date • Birthdate • Service Date • POI • Pay Plan • Grade • Position Description

HE0018 - Position Requisition	Report whether a new position is needed to review all inactive and vacant active positions in EHRP within a job code	• Set ID • Job Code	• Set ID • Job Code • Position number • Status • Description • Dept ID • Reg/Temp • Full/Part • Pay Plan • Mgr Level • FLSA Status • Org Posn Title • Title • Occ Series • Salary Plan • Grade
HE0019 – Job code Requisition Query	Reports if an acceptable job code currently exists or if a new job code will need to be created.	• Pay Plan • Salary Administratio n Plan • Salary Grade • Occupational Series • FLSA Status • Pay Basis • Functional Class	• Set ID • Job Code • Status • Off Title • Occ Series • FLSA Status • Mgr Level • Pay Plan • Grade • Pay Basis • Func Class
HE0020 - Get Last Job code	Retrieves last job code so new ones can be created in sequence.	• Set ID	• Max Job Code • Set ID
HE0021 - WGI Eligibility Query – missing reports to	List of all employees who are eligible for a WIGI but may not meet the criteria to receive one because of a missing "Reports To" Supervisor.	• Start Date • End Date	• ID • Name • Dept ID • WGI Due Dt • Date LEI • Reports To

HE0022 - WGI Eligibility Query – missing performance rating	List of all employees who are eligible for a WIGI but may not meet the criteria to receive one because of a missing Performance Rating.	• Start Date • End Date	• ID • Name • Dept ID • WGI Due Dt • Date LEI
HE0023 - EHRP Users affected by CAO and/or Organizational Changes	Back up method of identifying EHRP users who have either changed appointing offices (CAO) or have been affected by an organizational change resulting in a different Department ID (admin code).	• Start Date • End Date	• Dept ID From • Dept ID To • Name • ID • Eff Date • WIP Status • Action • Reason • NOA code • NOA Ext
HE0024 - EHRP Users who Separated from Agency	Identifies EHRP users who have separated from the Agency so that their user profile can be deleted (or inactivated).	• Start Date • End Date	• Dept ID To • Name • ID • Eff Date • WIP Status • Action • Reason • NOA Code • NOA Ext
HE0025 - Terminated Employees Query	Identifies employees who have been terminated so that their user profiles can be locked out.	• Start Date • End Date	• ID • Name • Dept ID • Action • Eff Date

HE0026 - User ID's Filtered by Agency	This report allows Security Administrators to identify their user ID's for maintenance purposes.	• None	• User • Description • ID • Row Sec Prm Lst • Class Descr • Dept ID • Dept Set ID • Name
HE0027 - Physician's Special Pay – Prompt for End Date	Provides data regarding PSPs including effective dates and end dates.	• End Date	• ID • Name • Dept ID • Svc Agr Type • Eff Date • End Date
HE0029 - Physician's Special Pay – Prompt for Start Date	Provides data regarding PSPs including effective dates and end dates.	• Start Date	• ID • Name • Dept ID • Svc Agr Type • Eff Date • End Date
HE0030 - Union Report/By GVT_POI	This query provides data to report union dues by POI.	• Personnel Office ID (POI)	• POI • Name • NID • Descr • Barg Unit • Union Code • Deductn Cd • Descr • Eff Date • Distribution Code • Rate/Pct
HE0031 - Retention Allowances	List employees who are receiving a retention allowances.	• Effective Date	• ID • Name • NID • NOA Code with Ext • Eff Date • Amount • Dept ID • Action • Reason

HE0033 - SES employees with their pay level and salaries	Provides a list of SES employees.	• None	• Dept ID • Empl ID • Name • Grade • Step • Pay Plan • Total pay
HE0034 – Non-US Citizens Listing	Provides a listing of non-US citizens.	• None	• SSN • Last Name • Citizenship Status • Country • Empl ID
HE0035 - Pending Future Actions	This report helps users determine if employees who are due to receive an automatic action also have a pending future action. If an employee has a pending future action, that action will have to be updated manually with the information from the automatic action (e.g. a step changed because of an automatic within grade increase so the step and salary and last equivalent increase date will need to be changed on the pending future action).	• From Date • Thru Date	• Empl ID • Employee Name • Dept ID • Pending Future Action • Effective Date • Pending Future Action NOA • WGI Due date • Career Conversion Date • Probation Date • SES Probation Date • Supv/Manager Probation Date
HE0037 – W/O Current Performance Rating	Provides data on employees who do not have a current performance rating.	• From Date	• SSN • Last Name • Eff Date • Performance Rating • Empl ID

HEPER033 - Leave Categories NOTE: This is an SQR Report therefore anyone needing to run this report needs to have HESQR role added to their user profile. They can then access this report by navigating to Administer Workforce, Administer Workforce (USF), HHS, 3/15 Years Leave Category Report.	This report will assist users to determine when employees are due to move to another Leave Accrual Category.	• As Of Date	• Empl ID • Employee Name • SSN • Dept ID • Service Date • Years of Service • Months of Service • Plan • Plan Date